



## ST. TAMMANY PARISH

MICHAEL B. COOPER  
PARISH PRESIDENT

**April 23, 2024**

Please find the following addendum to the below-mentioned BID.

**Addendum No.:** 1

**Bid#:** 24-9-2

**Project Name:** Animal Services Isolation Building

**Bid Due Date:** April 30, 2024

### **GENERAL INFORMATION:**

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1. A pre-bid meeting was held on Monday, April 15, 2024. A copy of the agenda and sign-in sheet is attached.

### **ATTACHMENTS:**

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1. Mandatory Pre-Bid Meeting Agenda.pdf
2. Sign-in Sheet.pdf

**End of Addendum # 1**

# PRE-BID MEETING AGENDA



LISTEN • DESIGN • DELIGHT



Marrero, Couvillon & Associates, LLC

Baton Rouge • Metairie

**PROJECT: Animal Services Isolation Building  
31078 Hwy 36 Lacombe, LA 70445**

**Bid # 24-9-2  
BKA CN 2220**

**DATE/TIME: Monday, April 15, 2024 @ 2:00 p.m. at Project Site**

**ATTENDEES: PLEASE SIGN IN AND DECLARE IF PRIME BIDDER**

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## I. INTRODUCTION

- A. Owner –** St. Tammany Parish Government  
Laura Gatlin – Project Management Supervisor
- B. Architect –** Blitch/Knevel Architects, LLC  
Vanessa Schneider – Owner / Architect  
Jay Ridolfo – Construction Manager  
Caroline Scheuermann – Intern Architect
- C. Mechanical, Electrical, Plumbing Engineer –** Marrero, Couvillon & Associates, LLC  
Greg Decoursey – Project Manager  
Daniel Kinchen – Mechanical Engineer  
Chris Schade – Electrical Engineer

## II. PROJECT SUMMARY – Refer to Section 011000 “SUMMARY OF WORK”

- A.** Generally, the scope of the project includes Architectural, Mechanical, and Electrical construction services for the upgrades to the Tammany Parish Animal Services Isolation Building, as indicated in the Bidding Documents.
- B.** Project classification is Building Construction of Mechanical Construction (HVAC subclassification).

## III. BIDDING REQUIREMENTS – Refer to Section 000200 “INSTRUCTIONS TO BIDDERS”

Refer to official “Bidding Documents” for detailed requirements regarding the preparation and submission of bids. The following is only a summary of some key points for attendee’s information and is not intended to revise or supplement any requirements of the “Bidding Documents”. All attendees and/or Bidders should familiarize themselves with the full requirements of the “Bidding Documents” and Louisiana law governing public bidding.

### **A. Bid Opening – THURSDAY, APRIL 30, 2024**

1. Bids received by the Department of Procurement until 2:00 P.M., at which time bids will be opened and read publicly at that time by the Procurement Staff.
  - b) Sealed bids will be received at 21454 Koop Dr., Suite 2F, Mandeville, LA 70471 from each bidder or his agent and given a written receipt, by certified mail with return receipt requested, or electronically at [www.bidexpress.com](http://www.bidexpress.com).

**B. Bidding Documents**

1. This bid package is available online at [www.bidexpress.com](http://www.bidexpress.com) or LaPAC  
<https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubmain.cfm>.

It is the Vendor's responsibility to check Bid Express, or LaPAC frequently for any possible addenda that may be issued. The Parish is not responsible for a Vendor's failure to download any addenda documents required to complete a submission.

**C. Bid Form** (Refer to Instructions to Bidders for ALL requirements.)

1. Bids based on
  - a) Conditions at site
  - b) Drawings and Project Manual
  - c) Addenda
2. Bids shall be submitted on the **Louisiana Uniform Public Work Bid Form** provided by the Architect for this project and must be completely and accurately filled in.
  - a) All blanks on bid form must be filled in with ink or typed.
  - b) Bid sums shall be expressed in both words and figures, and in case of discrepancy between the two, the written words shall govern.
  - c) Bid form must be signed.
  - d) Evidence of agency, corporate, or partnership authority is required and shall be provided.
3. Submit in sealed, opaque envelope, clearly marked as indicated in the Bidding Documents. Identify on the outside with:

**St. Tammany Parish Government  
Department of Procurement  
21454 Koop Drive, Suite 2-F  
Mandeville, LA 70471**

4. Bidders have the option to submit bids electronically. Please find bid related materials and place electronic bids at links contained in the Notice to Bidders.
5. Sealed Bids may also be mailed by certified mail to:

**St. Tammany Parish Government  
Department of Procurement  
21454 Koop Drive, Suite 2-F  
Mandeville, LA 70471**

Mailed Bids must be received before the Bid Opening. It is the responsibility of the Bidders to ensure that Bids are delivered in a timely fashion.

**D. Bid Guarantee**

1. Not less than **five percent (5.0%)** of the total Bid, including Alternates, must accompany the Proposal.
2. At the option of the Bidder, Bid Guarantee may be in the form of cashier's check, certified check, or a satisfactory Bid Bond.
3. Bid security must meet the qualifications stated in the Instructions to Bidders.

#### **E. Addenda / Interpretations / Clarifications / Requests for Prior Approval**

1. Any inquiries shall be made in writing and addressed and forwarded to the Owner.
2. Must be submitted via ~~fax to 985-898-5227, or~~ via email **only** to [Procurement@stpgov.org](mailto:Procurement@stpgov.org).
3. Shall be submitted by a **PRIME CONTRACT BIDDER ONLY**: All requests must be reviewed by the contractor first for compliance with the specifications and deemed to be useful to this project.
4. Answers by written addendum only.
5. Last day for inquiries is **Friday, April 19<sup>th</sup>** at 2:00 p.m.
6. Last day to submit verification on comparable products is **Friday, April 19<sup>th</sup>** at 2:00 p.m.
7. Last day for Addendum is Thursday, April 25<sup>th</sup> at 2:00 p.m.

#### **F. Time of Completion**

1. The Bidder shall agree to fully complete the contract within **One Hundred Eighty (180)** consecutive calendar days (the "Contract Time") and acknowledges that this Contract Time will start on or before the date specified in the written "Notice to Proceed" from the Owner.
2. The Bidder shall agree to pay as Liquidated Damages the amount of **Five Hundred Dollars and zero cents (\$500.00)** for each consecutive calendar day for which the work is not complete, beginning with the first day beyond the date Substantial Completion is to be achieved.

#### **H. CONTRACT BOND**

1. 100% Performance and Payment Bond is required at least three days prior to the execution of the Contract, to be submitted as indicated in the Instructions to Bidders.

### **IV. CONTRACT REQUIREMENTS**

#### **A. Award of Contract**

1. Upon award of contract, Bidder shall be prepared to:
  - a) Initiate Performance and Payment Bond
  - b) Provide/Execute Affidavits, Certificates of Insurance, Corporate Resolution, as required.
  - c) Provide project construction schedule
  - d) Provide project submittal schedule
  - e) Provide List of Subcontractors to be used (with contact information)
  - f) Provide Schedule of Values

#### **B. Insurance Requirements**

1. Refer to Section **6** in the Project Manual.

## **V. MISCELLANEOUS INFORMATION**

### **A. Project Web Site**

1. A project Web site, administered by Architect, will be used for purposes of managing communication and documents during the construction stage. Refer to Section 013100 "PROJECT MANAGEMENT AND COORDINATION" for requirements for using the Project Web site.

### **B. Plan Review**

1. The project is being reviewed by the LASFM.
2. The awarded Bidder will be required to submit the Contract Documents for required Permit Applications to the St. Tammany Parish Government. Along w/ any other permits required by the AHJ.

### **C. Working Restrictions, Schedule Coordination, and Existing Conditions**

1. Refer to Section 011000 "Summary" and General Notes in the drawings for working conditions and scheduling, protection of property and public, and cleanliness and cleanup
  - a. The building will not be occupied or in use during construction. Coordination with Owner is required for onsite access.
  - b. In general, the work may be performed during normal hours, provided it is performed in a manner which does not interfere with the normal use and functions of the adjacent areas and building by the occupants.
  - c. When any utility shutdowns are required, all work must be performed after normal hours during the time of the shutdown, unless otherwise coordinated with the Owner.
  - d. Contractor shall coordinate with Owner for site access for special events throughout the duration of construction
2. Refer to Section 017300 "Execution" and General Notes in the drawings for verification of existing site improvements and utilities.
3. Because the contract documents are complimentary, the Contractor shall study and compare the various contract documents and verify existing conditions for the purposes of determining complete scope of work, coordination, and construction.

### **D. Budget for the Project**

1. The estimated construction cost is \$116,897.85.

## **VI. BIDDERS' QUESTIONS**

Question 1: Since there is no way of knowing the condition of the underground conduit, are we to assume that the conduit will work?

Answer 1: Yes, the assumption is that this conduit is usable.

Question 2: Will the HVAC units require cutting into the roof?

Answer 2: No cutting will be required.

Question 3: Will the kennels be disassembled at the time of construction?

Answer 3: Yes, the kennels will be taken down and removed at the time of construction.

## **VII. PROJECT SITE VISIT WALKTHROUGH**

END OF AGENDA

**Pre-Bid Sign-In Sheet**  
**Animal Services Isolation Building**

31078 HWY 36,  
Lacombe, LA 70445

	Name	Company	Email	Phone	Time In	Time Out
1	Laura Gattlin	STPG	lbeauch@stpg.org	985 898 2552	1:55	2:35
2	Caroline Scheuermann	BKA	caroline@blitchknevel.com	5045244634	1:56	2:35
3	CHUCK SCHARR	MCA	C.SCHARR@MCA-LLC.COM	(504)834-3444	1:59	2:36
4	Daniel Kinchen	MCA	dkinchen@mca-llc.com		1:59	2:36
5	Brandon Dunnington	Star Service	brandondunnington@starservice.com	504-416-5472	1:59	2:35
6	Jacobs LeCompte	Star Service	JacobsLeCompte@star-service.com	985-832-6727	1:59	2:35
7	Josh Carter	Infinity Electric	joshecarter@iein	985 520 1504	1:59	2:35
8	Brandon Everett	Everett Heating & cooling	BeverH@air-vents.com	(985)297-3344	1:59	2:33
9	Scott Binkley	VALOR CONTRACTING, LLC	SCOTT@VALORCONTRACTING.US	225 202 1584	1:59	2:33
10	Rebecca Miller	STPG	rmiller@stpgn.org	985 898 2539	2:00	2:34
11	Rachel Forehand	STPG	rforehand@stpgn.com	985 898-2520	2:00	2:34